



Residential Opportunities, Inc. – Employment Opportunity

Direct Support Professional

January 19, 2022

Position Title: Direct Support Professional

Supervisor: Assistant Program Coordinator, Program Coordinator

Status: Non-exempt, full-time or part-time

Wage: \$15.25 hourly, adjusted for experience and education

Evening, overnight, and weekend shifts available.

Our Direct Support Professionals support adults who have developmental disabilities, mental health conditions, medical care needs, and/or physical disability in making day-to-day choices that lead to greater independence and community participation. You will implement responsibilities and other actions in accordance with [ROI's Core Values and Vision and Mission Statements](#).

At ROI, we are always looking for caring, compassionate and talented individuals to join our team.

ROI is a well-established and well recognized non-profit agency that for over 40 years has played a vital role in providing housing, behavioral health and autism services in Southwest Michigan. ROI's focus is helping people realize their hopes, dreams and goals through a strong person and family centered approach proven successful in fostering and supporting a lifelong and strong connection with the community. ROI is accredited through the Commission on Accreditation of Rehabilitation Facilities (CARF) and is committed to being an anti-racist organization. We believe that our greatest asset is our staff, as they have the ability to effect positive change in the lives of the people that we serve. Offering excellent benefits and an upbeat atmosphere, ROI is an amazing place to work if you are looking to make a difference, both in the lives of our residents and in your own life.

Our Mission: ROI partners with children and adults with disabilities and their families so they may live more meaningful, healthy and independent lives in their homes and communities.





ESSENTIAL DUTIES:

- Provide long-term, direct care services to assist adults with developmental and physical disabilities to lead full and rewarding lives in community settings.
- Provide personal and/or medical assistance as needed, including administering medications according to ROI procedures.
- Teach and support individuals served to complete the following as independently as possible, and assist or perform these tasks if the individual cannot do so independently:
 - Personal hygiene including: toileting, bathing, brushing teeth, and other personal hygiene tasks
 - Personal assistance including dressing, eating, communicating and mobility.
 - Housekeeping including laundry and cleaning living spaces.
 - Meal assistance including planning meals, grocery shopping, meal preparation and clean-up.
 - Personal finance management including handling cash, accounting for purchases through receipts, ledgers and record keeping.
 - Social and leisure activities of interest to the person receiving supports.
 - Vocational and employment goals and opportunities.
- Role model appropriate behaviors and daily living skills. Display responsible, conscientious behavior and use good judgement in making decisions.
- Support persons served to develop appropriate friendships and other meaningful relationships.
- Establish a collaborative relationship with persons served. Understand the likes, dislikes, hopes and dreams of persons receiving services to support them as they make choices and progress toward their goals.
- Implement relevant health and safety protocols, including but not limited to CPR, First Aid, and behavior management.
- Assist with adaptive equipment and, after training, conduct prescribed therapy programs and range of motion exercises. As needed, assist and perform lifting and transferring of individuals receiving supports using safe procedures.
- Maintain general upkeep of the home, workplace, equipment and vehicles to ROI standards.
- Complete documentation as required by ROI policy and procedure and Supervisor's instructions.
- Provide input for developing individual program plans, and implement such plans.
- Inform supervisor of problems or issues regarding persons served or their environment.
- Advocate for and respect the rights of persons served to lead a self-determined life by providing necessary supports.
- Demonstrate flexibility as work schedules may be adjusted as necessary to meet the needs of the individuals ROI supports.
- Transport persons served as necessary if categorized as an ROI "driver".
- Promote a positive image of ROI.
- Comply with all laws and regulations regarding reporting suspected abuse and neglect of vulnerable persons.
- Perform all duties in accordance with overall program goals, agency policy and procedure and all applicable state, federal, and local laws and/or regulations.
- Maintain the confidentiality of all restricted information, data and reports.

Training is provided to all new hires.

REQUIREMENTS:

- Must be 18 years of age or older
- Possess a high school diploma/GED





QUALIFICATIONS:

- Ability to achieve and maintain required trainings and certifications including but not limited to: medication certification, First Aid & CPR certification, and physical intervention techniques.
- Pass background check screenings.
- Possess good verbal and written communication skills.
- Consistently arrive on time and as scheduled to the work site.
- Ability to physically manage persons served and assist with a wide array of physical needs.
- Knowledge of how to operate basic home appliances and office equipment.
- Work independently in the absence of direct supervision.

PREFERRED: Approved driver status as determined by ROI.

BENEFITS:

- Paid Vacation
- Paid Sick Time
- 2% Annual Pay Increase
- Medical/Dental/Vision/Disability Insurance Availability
- Company paid Life Insurance
- Flexible Spending Account
- Retirement Plan available with 3% Employer Match after 2 years
- Tuition Reimbursement Program
- Employee Assistance Program

Apply online at: <https://www.residentialopportunities.org/join-our-team/employment-opportunities>

COVID-19 Considerations:

ROI is covered under the MDHHS healthcare regulations. In an effort to keep us all safe, throughout the organization we are practicing social distancing to the extent possible (while continuing to provide necessary personal care), wearing masks, increasing surface cleaning and keeping ourselves apprised of Federal and State orders and recommendations. All visitors and staff will participate in a health screening prior to visitation/shift. All visitors and staff will wear proper fitting, surgical, KN-95 or N-95 masks at all times. We continue to be amazed and appreciative of the support from our community for ROI and those we support.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at ROI, where employment is based upon personal capabilities and qualifications without discrimination based on any protected class status.

